



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

AMCPE-C (690-300)

8 January 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Appointments of Retired Members of the Armed Forces Within 180 Days After Retirement

1. References:

a. Memorandum, Office of the Deputy Assistant Secretary of the Army (Civilian Personnel Policy), 14 September 2000, SAB (enclosure 1).

b. DoD Directive 1402.1, 21 January 1982, with changes through Change 3, 16 November 1994, subject: Employment of Retired Members of the Armed Forces.

2. By reference 1.a, the Commanding General, AMC, has been delegated the authority to approve appointment of a retired member of the Armed Forces during the 180 days after retirement, to appropriated fund civilian positions GS-8 and above which formerly required Army Secretariat approval. Commanders who are one level above the commander or director with appointing authority for the position have similar approval authority for appropriated fund wage system positions, positions GS-7 and below, and positions at grades GS-8 to GS-15 for which payment of travel expenses to first duty station has been authorized.

3. Approvals under this authority must meet the criteria, principles, policies, and intent of reference 1.b. Consistent with Title 5 of the United States Code, Section 3326, and DoD policies, commanders will not condone preferential treatment in appointments for retired military personnel; nor will they endorse the appearance that supervisors are circumventing equitable, open competition between eligible career employees and retired military personnel. While reference 1.a rescinds Army requirements over and above those set out in the DoD Directive, the stringent DoD restrictions remain.

AMCPE-C

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4. Selecting officials should plan ahead for the possibility that they will be considering retired military applicants by ensuring that they recruit in equitable and open competition among both the internal work force and external applicants, that they use the same qualification requirements and conditions of employment for internal and external applicants, and that they do not design qualification requirements to give advantage to a military member. They must not delay filling jobs in order to enable the appointment of retiring military personnel.

5. All requests for approval to appoint military personnel within 180 days after retirement will be accompanied by documentation which shows appropriate and sufficient justification for the waiver. Full record copies of the documentation and approval will be maintained by the supporting human resource or personnel chief and will be made available for post audit or inspection when required. The documentation will include the checklist at enclosure 2.


6. Requests for approval by the Commanding General, AMC, should be submitted to Commander, U.S. Army Materiel Command, Attention: AMCPE-C, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

7. The point of contact for this action is Ms. Nathalie Shipp, DSN 767-3414, or commercial (703) 617-3414.

8. AMC - Army READINESS Command . . . Supporting Every Soldier Every Day.

FOR THE COMMANDER:

- 2 Enclosures
1. DASA (CPP) Memorandum
2. Checklist


CHARLES C. CANNON, JR.
Major General, USA
Chief of Staff

AMC CHECKLIST FOR PROCESSING REQUEST TO APPOINT MILITARY MEMBER WITHIN 180 DAYS OF RETIREMENT

INFORMATION ABOUT THE PROPOSED APPOINTEE:

1. Name:
2. Military Rank at time of retirement:
3. Effective date of retirement: (Include copy of DD214.)
4. Pay grade and Branch of Service at time of retirement, and whether regular or non-regular:
5. Application/Resume completed by proposed appointee: (Include copy.)
6. Which appointment authority will be used for the retired member?:
7. Last employing organization:

INFORMATION ABOUT THE POSITION:

8. Title, Series, Grade:
9. Position location by organization and duty station:
10. Date the position was established:
11. Position description number: (Include copy of description)
12. Date position description was approved:
13. Date position was last occupied:
14. Was the position converted from military to civilian status?
 - a. If yes, reason for conversion:
 - b. If yes, date of conversion:
15. Was the proposed appointee the last military occupant of the position?
16. What was the relationship of the position held by the proposed appointee before retirement to the civilian position, if both positions are/were in the same employing activity?:

ENCLOSURE 2

INFORMATION ABOUT THE RECRUITMENT PROCESS

17. Have efforts to fill the position been continuous since the position became vacant or was established? If not, give reasons:

18. Was the position properly announced under merit promotion/placement or other internal procedure for career employees?:

a. If yes, list announcement or number or Career Program referral list number: (Include copy of announcement/Career Program request.)

b. If no, give reasons:

19. Was the position properly announced under delegated examining, Office of Personnel Management (OPM), or other external process? If yes, list announcement number: (Include copy of announcement and, if appropriate, request for OPM certificate.)

20. What were the qualification standards and special placement factors for the position under the internal recruitment announcement? (Include copy if modified from OPM standards, or refer to series in Qualifications Standards Operating Manual if OPM standards were used.)

21. What were the qualification standards and special placement factors for the position under the external recruitment announcement? (Include copy if modified from OPM standards, or refer to series in Qualifications Standards Operating Manual if OPM standards were used.)

22. Were the same qualification standards and special placement factors used for internal and external applicants? If not, why not?

23. Were the same conditions of employment used in internal and external announcements? If not, why not?

AMC CHECKLIST, continued

24. How were the selectee's qualifications superior to other candidates who were referred with higher standing? (Include statement.)

25. Was DoD Priority Placement Program Stopper List cleared?:

26. What date was the DoD Priority Placement Program Stopper List cleared?: 27. Additional information or comments:

REQUIRED DOCUMENTS TO ACCOMPANY THE REQUEST:

- a. DD214
- b. Application or resume used in referral and selection
- c. Position description
- d. Internal vacancy announcement used for the position
- e. External vacancy or examination announcement used for the position
- f. Copy of qualification standards and special placement factors for internal recruitment, if modified from OPM standards
- g. Copy of Qualification standards and special placement factors for external recruitment, if modified from OPM standards
- h. Copy of annotated, final DA 2600 (Referral and Selection Register) or Career Referral List used in selection process.
- i. Copy of final, annotated Certificate of Eligibles used in selection process.
- j. Copy of the request for an OPM Certificate of Eligibles, as appropriate.
- k. Statement as to whether the appropriate promotion and placement procedures were followed, allowing open competition between career employees and military applicants
- l. Statement as to what makes the military selectee highly qualified for the position, if this information is not specified in reasons for selection on the register or certificate
- m. Statement as to how the military selectee is superior to any eligibles standing higher on the referral list or certificate

Name of individual completing checklist:

Title: Date: